DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of the Assistant Secretary for Health, Office of Population Affairs

FUNDING OPPORTUNITY TITLE: **Announcement of Availability of Funds to Enroll Family Planning Clients into Health Insurance Programs**

ACTION: Notice

ANNOUNCEMENT TYPE: INITIAL Limited Competition Grant

ANNOUNCEMENT NUMBER: PA-FPH-14-035

CFDA NUMBER: 93.217

CFDA PROGRAM: Family Planning Services

DATES:

Applications are due **June 9, 2014, by 5:00 p.m**. Eastern Standard Time (ET). To receive consideration, applications must be received by the HHS Office of the Assistant Secretary for Health (HHS/OASH), Office of Grants Management (OGM) no later than the applicable due date listed in this announcement and within the time frames specified in the announcement. All applications for this funding opportunity must be submitted electronically through Grants.gov, and must be received by 5:00 p.m. Eastern Time on the applicable due date.

All applicants must submit in this manner unless they obtain a written exemption from this requirement 48 hours in advance of the deadline by the Director, HHS/OASH Office of Grants Management. Applicants must request an exemption in writing via email from the HHS/OASH Office of Grants Management, and provide details as to why they are

technologically unable to submit electronically through Grants.gov portal. Note: failure to have

an active System for Account Management (SAM) registration will not be grounds for receiving

a waiver to the electronic submission requirement. If requesting a waiver, include the following

in the e-mail request: the HHS/OASH announcement number; the organization's DUNS number;

the name, address and telephone number of the organization; the name and telephone number of

the Project Director; the Grants.gov Tracking Number (GRANTXXXX) assigned to the

submission; and a copy of the "Rejected with Errors" notification from Grants.gov. Send the

request to ogm.oash@hhs.gov.

      **The HHS/OASH Office of Grants Management will only accept paper applications

from applicants that received prior written approval.** However, the application must still be

submitted by the deadline. No other submission mechanisms will be accepted. Applications

which do not meet the specified deadlines will be returned to the applicant unread. See the

heading "**APPLICATION and SUBMISSION INFORMATION**" for information on

application submission mechanisms.

Executive Order 12372 comment due date: The State Single Point of Contact (SPOC) has 60

days from the application due date to submit any comments

      **To ensure adequate time to successfully submit the application, HHS/OASH

recommends that applicants register immediately in Grants.gov** since the registration

process can take up to one month. For information on registering for Grants.gov, refer to

http://www.grants.gov or contact the Grants.gov Contact Center 24 hours a day, 7 days a week

(excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

      **Applicants are strongly encouraged to register multiple authorized organization

representatives.**

Technical Assistance: A technical assistance webinar for potential applicants will be held on April 21, 2014 at 3:00pm ET. To register for the webinar visit http://www.fpntc.org/

EXECUTIVE SUMMARY: The Office of Population Affairs announces the availability of funds for Fiscal Year (FY) 2014 for a limited competition under the authority of Title X of the Public Health Service Act, 42 U.S.C. 300 *et seq*. This notice solicits applications from Title X service grantees that receive Title X funding as of March 31, 2014 to initiate or expand enrollment assistance activities and facilitate enrollment of eligible clients into affordable health insurance coverage through the Health Insurance Marketplace, Medicaid, the Children's Health Insurance Program (CHIP), or other local programs. This will help clients access high quality family planning and related preventive health services and expand services to more individuals in need. Awards will be for one year.

I. FUNDING OPPORTUNITY DESCRIPTION:

This funding opportunity announcement (FOA), issued by the Office of Population Affairs (OPA), invites applications from existing Title X family planning grantees that are funded under a current Title X grant project (current is defined as a grant that is funded as of March 31, 2014) to initiate or expand activities to assist individuals in enrolling in health insurance in order to help current and potential clients access family planning and other related preventive health services.

Background

The Title X program is designed to provide comprehensive family planning and related preventive health services with priority for services to persons from low income families. The

lack of health coverage leads to inadequate access to health services and may result in poor health. In 2012, 60% of the clients seen in Title X service delivery sites self-identified as being uninsured. The Patient Protection and Affordable Care Act (P.L. 111-148), as amended by the Health Care and Education Reconciliation Act (P.L. 111-152) (collectively known as the Affordable Care Act, or ACA) includes a variety of provisions designed to promote accountability, affordability, quality, and accessibility in the health care system. The ACA requires most health coverage to include certain recommended preventive services without cost sharing. Specifically included among the recommended preventive services is coverage for FDA-approved contraception and related patient education and counseling, which most plans must pay for, without cost sharing, for women with reproductive capacity. As new insurance options become available, current and potential Title X clients will need information and assistance to understand new opportunities to obtain health insurance and identify the affordable coverage that best meets their needs. Under 42 CFR §59.5(b)(3), service centers should "inform the community of the availability of services," which includes health coverage enrollment assistance activities for current and potential Title X clients. For Title X centers that serve a disproportionate number of uninsured individuals, assisting individuals with obtaining health coverage will help clients better access family planning and related preventive health services, which will further the programs' goals in helping individuals determine "the number and spacing of their children"(42 CFR §59.1).   In addition, increased revenue through third party reimbursements will allow Title X centers to serve more clients in need.

The ACA has created a new competitive private health insurance Marketplace, called the Health Insurance Marketplace (also referred to as "Exchanges"), that provides millions of individuals, families, and small businesses with access to affordable health insurance coverage.

Through the Marketplace, eligible individuals can receive premium tax credits and cost-sharing assistance to help with the cost of insurance coverage and covered services. Individuals and families can apply for health insurance through the Marketplace during an open enrollment period or, if they experience certain circumstances during the year, during a special enrollment period. The open enrollment period for the health insurance Marketplace is anticipated to begin in November 2014 for coverage beginning in 2015. Medicaid enrollment is ongoing; no enrollment period is required.

The ACA also gives states the opportunity to expand their Medicaid programs with significant funding support from the federal government. Beginning in January 2014, most individuals under 65 years of age with incomes below 133 percent of the federal poverty level (FPL) will be eligible for Medicaid in states that participate in this expansion. Information about State decisions on Medicaid expansion can be found at http://kff.org/health-reform/state-indicator/state-activity-around-expanding-medicaid-under-the-affordable-care-act/). (Please note this resource is not maintained by the Department of Health and Human Services. Enrollment in the Medicaid and CHIP programs is ongoing and does not typically have open enrollment periods.

Funding Opportunity Activities

The purpose of the fiscal year (FY) 2014 Title X Enrollment Assistance funding is to support service delivery sites in raising awareness of affordable health coverage options and to provide enrollment assistance to current and potential Title X clients in their approved service areas who do not have coverage. Providing such assistance will help individuals access high quality family planning services in order to determine the number and spacing of their children.

Additionally, increased revenue through third party reimbursements will enable services to be provided to additional clients in need.

This opportunity is only open to existing Title X service delivery grantees with an active project as of March 31, 2014.

Applicants should identify **1-5 service sites** (all of which should be currently receiving Title X funding) to implement an enrollment intervention. It is expected that the intervention will include the following for each service site that the applicant selects for participation:

A. Increase the service site's current enrollment assistance capacity. For example, this can be accomplished by expanding the hours of existing eligibility/enrollment assistance workers and/or by hiring new enrollment assistance workers. Enrollment assistance workers supported by this funding opportunity should:

   a. Be trained on eligibility and enrollment rules and procedures, completing applications, and other areas, as needed, to ensure successful implementation of enrollment services for the target population. If staff is to be newly hired, individuals should be hired and trained within 90 days of the award notice.

   b. Successfully complete required local, State and/or Federal trainings to provide enrollment assistance.

   c. Demonstrate and maintain expertise in: eligibility and enrollment rules and procedures; the range of insurance affordability programs[1]; the needs of

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[1] "Insurance affordability programs" include advance payments of the premium tax credit and cost-sharing assistance for coverage through the Marketplace, as well as Medicaid, CHIP, and the Basic Health Program, as provided in HHS regulations at 42 CFR § 435.4, which state as follows:
§435.4 Definitions and use of terms.

underserved and vulnerable populations; and any applicable organizational, local, State and/or Federal privacy and security standards.

d. Be unbiased and provide evidence of ability to provide culturally-competent assistance to individuals, including those with limited English proficiency, with enrollment into a range of health coverage programs including, but not limited to, insurance affordability programs, and other local or State programs for which individuals may qualify.

e. Not be associated with an individual insurance plan or be an agent or broker for specific insurance providers.

f. Conduct education activities to raise awareness about the availability of services and the coverage options available to existing and potential Title X clients.

g. Provide information and assistance in a fair, accurate, and impartial manner. In addition, assistance workers should be able to:

    i. Provide information and assistance in a manner that is culturally and linguistically appropriate to the local community and accessible to individuals with disabilities; and

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Insurance affordability program means a program that is one of the following:
(1) A State Medicaid program under title XIX of the Act.
(2) A State children's health insurance program (CHIP) under title XXI of the Act.
(3) A State basic health program established under section 1331 of the Affordable Care Act.
(4) A program that makes coverage in a qualified health plan through the Exchange with advance payments of the premium tax credit established under section 36B of the Internal Revenue Code available to qualified individuals.
(5) A program that makes available coverage in a qualified health plan through the Exchange with cost-sharing reductions established under section 1402 of the Affordable Care Act.

      ii.   Provide referrals to any applicable office of health insurance consumer assistance or ombudsman established under Section 2793 of the PHS Act to address consumer grievances, complaints, or questions about their health plan, coverage, or a determination.

B. Demonstrate the capacity to conduct "in reach" with currently uninsured Title X clients (for example by contacting currently uninsured patients to explore options); and outreach to clients in an approved service area that need family planning services. Enrollment assistance workers are expected to help any Title X client or potential Title X client seeking enrollment assistance. In instances where enrollment assistance workers do not have the immediate capacity to adequately help an individual due to language or other barriers, the health center enrollment assistance workers should provide timely referrals to other resources, such as the toll-free Marketplace Call Center, or to other state or local entities that can more effectively serve that individual.

C. Describe how they will collaborate with other providers in their service area to ensure that activities are coordinated with other local, regional, and/or state-wide outreach and enrollment assistance efforts and training requirements. A non-exhaustive list of local outreach and enrollment efforts can be found at https://localhelp.healthcare.gov/. Applicants should not duplicate existing outreach and enrollment efforts in local communities. Grantees are encouraged to evaluate the service sites in their grantee network in most need of assistance and select those sites for intervention.

D. Successful applicants will be required to collect and report data as follows, and should indicate their capacity to collect the following information. Note: following notice of awards, OPA will provide a standard data collection form (to be approved by OMB):

a. The number of enrollment assistance workers trained across each service delivery site.

b. The number of individuals "assisted" across each service delivery site. This should include in-person education about affordable health coverage options (one-on-one or small group) and any other assistance provided to facilitate enrollment (e.g., setting up a Marketplace account, filing application information, receiving an eligibility determination, and/or selecting a qualified health plan or Medicaid/CHIP plan).

c. The number of individuals (of the total number who were assisted) who receive an eligibility determination for purchasing coverage through the Marketplace or for insurance affordability programs. This should include all individuals who received an eligibility determination, even if the individual is not determined to be eligible for Medicaid/CHIP or for a subsidy through the Marketplace.

d. The number of individuals who enroll in coverage with the assistance of a trained worker.

e. Description of the barriers, challenges and lessons learned from enrollment activities.

In addition, it is suggested that applicants propose a methodology to calculate a return on investment (ROI) on enrollment activities in order to evaluate their enrollment assistance programs. Applicants may calculate an ROI by tracking the following:

- costs associated with enrollment activities (e.g. supplies, personnel, space rental)

- the overall number of patients who continue seeking services at the site following coverage start (note: for most individuals who apply during the open enrollment period, Marketplace coverage will start around January 2015).

- overall revenue and client volume pre- and post-enrollment activities.

By comparing the total cost of enrollment activities with the revenue generated (or lost) from reimbursements and clients gained (or lost) applicants may demonstrate the overall ROI of these activities.

Applicants should ensure that service sites selected for intervention are able to protect Personally Identifiable Information (PII) and that data reported will not include any PII.

AUTHORITY: Section 1001 of the Public Health Service (PHS) Act

II.   AWARD INFORMATION

The Office of Population Affairs intends to make available up to $3 million for competing grants for outreach and enrollment assistance.

Total amount available for each award is inclusive of any indirect costs.

Award Information

Estimated Funds Available for Competition: Up to $3,000,000

Anticipated Number of Awards: 10-30

Range of Awards: $100,000-$200,000

Anticipated Start Date: 09/01/2014

Period of Performance: Not to exceed 1 year

Budget Period Length: 12 months

Type of Award: Grant

Type of Application Accepted: Electronic via Grants.gov **ONLY unless a waiver is granted**

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Any Title X family planning services project grantee with an active project period as of March 31, 2014, is eligible to apply. Sub-recipient agencies seeking funds for the activities supported under this announcement must apply through the Title X grantee. Each Title X grantee may submit only one application that may include activities/products benefiting multiple sub-recipients and/or service sites. All applications must include a clear description of how funds will be used and which service delivery sites within their Title X project will be supported by the grant.

2. Cost Sharing or Matching

The following cost sharing requirements apply to the overall Title X grantee agency funding levels. Applicants are not required to demonstrate specific cost sharing for this FOA as long as the grantee's overall Title X project (including the funding from this FOA) meets the requirements below (see example at the end).

Program regulations at 42 CFR §59.7(c) stipulate that: "No grant may be made for an amount equal to 100 percent of the project's estimated costs." Also, 42 CFR § 59.7(b) states that: "No grant may be made for less than 90 percent of the project's costs, as so estimated, unless the

grant is to be made for a project that was supported, under section 1001, for less than 90 percent of its costs in fiscal year 1975. In that case, the grant shall not be for less than the percentage of costs covered by the grant in fiscal year 1975."

For example, Applicant ABC was awarded $1,000,000 under the Title X service delivery grant and indicated that they would provide cost sharing in the amount of $200,000. Under this FOA, Applicant ABC is applying for $200,000. Given the regulations cited above, the applicant should have at least 10% in cost sharing for the total Title X project which equates to $120,000 (10% of the original $1,000,000 plus the application under this FOA for $200,000). Since Applicant- ABC already committed $200,000 in cost sharing, they are not required to propose matching funds for this FOA specifically.

As another example, Applicant XYZ was awarded $1,000,000 under the Title X service delivery grant and had committed $100,000 in cost sharing for their Title X project. Applicant XYZ is applying for $200,000 under this FOA. They should propose $20,000 in cost sharing to meet the 10% minimum matching for their overall Title X project.

3. *Responsiveness and Screening Criteria*

Application Responsiveness Criteria

Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated from the competition and will not be reviewed.

The applicant has demonstrated:

- Applicant is an existing Title X family planning services project grant recipient with an active project period as of March 31, 2014.

- Grantee has clearly identified 1-5 service sites (who are currently receiving Title X funding) where outreach and enrollment activities will be implemented.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

1. Applications must be submitted electronically via www.grants.gov (unless a waiver has been granted) by June 9, 2014, 5:00pm ET.

2. The Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ " x 11" inch page size, with 1" margins on all sides (top, bottom, left and right) and font size not less than 12 points.

3. The Project Narrative must not exceed 25 pages. NOTE: The following items do not count toward the page limit: required forms, including SF 424 and SF 424A, Budget justification and/or budget narrative;

4. Appendices must not exceed 30 pages.

5. Proposed budget does not exceed maximum indicated in Range of Awards.

6. The application has met the **Application Responsiveness Criteria** outlined above.

IV. APPLICATION AND SUBMISSION

INFORMATION

1. Information to Request Application Package

Application kits may be obtained electronically by accessing Grants.gov at

http://www.grants.gov/. If you have problems accessing the application or difficulty

downloading, contact:

Grant Operations Center, Office of Grants Management Operations Center, telephone 1-888-

203-6161, or email ASH@LCGnet.com.

2. Content and Form of Application Submission

Applications

Applications must be prepared using forms and information provided in the online

application kit.

The application narrative must be limited to no more than 25 double-spaced pages and the

total application, including appendices, may not exceed the equivalent of 55 8 ½" x 11"

pages when printed by HHS/OASH/OGM. Note: appendices should not exceed 30 pages.

The applicant should use an easily readable typeface, such as Times New Roman or

Arial, 12-point font. Tables may be single spaced and use alternate fonts but must be easily

readable. The page limit does not include budget, budget justification, required forms,

assurances, and certifications. All pages, charts, figures, and tables should be numbered, and a

table of contents provided. Applications that exceed the specified limits of 55 pages (25 pages

maximum for the narrative and 30 pages maximum for appendices) when printed by

HHS/OASH/OGM will be deemed non-responsive and will not be considered. It is recommended that applicants print out their applications before submitting electronically to ensure that they are within the page limit.

Appendices may include curriculum vitae, organizational structure, examples of organizational capabilities, or other supplemental information which supports the application. Brochures and bound materials should not be submitted. Appendices are for supportive information only and should be clearly labeled. All information that is critical to the proposed project should be included in the body of the application. Appendices created for the application should use the formatting required for the narrative. Appendices from other sources and documents may use other formatting but must be easily readable.

For all non-profit organization applicants, documentation of nonprofit status must be submitted as part of the application. Any of the following constitutes acceptable proof of such status:

1. A reference to the Applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS code;

2. A copy of a currently valid IRS tax exemption certificate;

3. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals; or

4. A copy of the organization's official certificate of incorporation or similar document, e.g., articles of incorporation, showing the state or tribal seal that clearly establishes non-profit status; or,

5. Any of these items for a state-level or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Applications must include an abstract of the proposed project. The abstract will be used to provide reviewers with an overview of the application, and will form the basis for the application summary in grants management documents.

The HHS Office of the Assistant Secretary for Health (HHS/OASH*)* requires that all applications be submitted electronically via the Grants.gov portal unless a waiver has been granted. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, *will not* be accepted for review.

You may access the Grants.gov website portal at http://www.grants.gov. All HHS/OASH funding opportunities and application kits are made available on Grants.gov.

Applications will not be considered valid until all electronic application components are received by the HHS/OASH Office of Grants Management according to the deadlines specified above. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible.

Applicants are encouraged to initiate electronic applications early in the application development process. This will aid in addressing any problems with submissions prior to the application deadline. Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, HHS/OASH restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above will not be accepted for processing and will be excluded from the application during the review process.   The application must be submitted in a file format that

can easily be copied and read by reviewers. It is recommended that scanned copies not be submitted through Grants.gov unless the applicant confirms the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. All documents that do not conform to the above will be excluded from the application during the review process.

A. **<u>Important Grants.gov Information</u>**

Electronic submission via Grants.gov is a two-step process. Upon completion of a successful electronic application submission via the Grants.gov Website Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic application submission, as well as the Grants.gov Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Website Portal then will be validated by Grants.gov. Any applications deemed "Invalid" by the Grants.gov Website Portal will not be transferred to HHS/OASH, and HHS/OASH has no responsibility for any application that is not validated and transferred to HHS/OASH from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status.

You will initially receive a notice that your application has been received by Grants.gov and is being validated. Validation may take up to 2 business days. You will receive a notice via email when your application has been validated by Grants.gov and is ready for the HHS/OASH to retrieve and review. If your application fails validation it will **not** be accepted for review.

Therefore, **you should submit your electronic application with sufficient time to ensure that it is validated in case something needs to be corrected.**

Applicants should contact Grants.gov with any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

- You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.

- At the http://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. HHS/OASH strongly recommends that you do not wait until the application due date to begin the application process through http://www.grants.gov because of the time involved to complete the registration process.

- Since October 1, 2003, the Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.

- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf . Instructions are also available on the Grants.Gov web site as part of the registration process.

- All applicants must register in the System for Account Management (SAM) (formerly the Central Contractor Registry (CCR)). You should allow a minimum of five days to

complete the SAM registration. Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. You can register with the SAM online and it will take about 30 minutes (http://sam.gov.)

You must renew your SAM registration each year. Organizations registered to apply for Federal grants through http://www.grants.gov will need to *renew* their registration with the SAM. It may take 24 hours or more for updates to take effect, so potential applicants should *check for active registration well before the application deadline.*

- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive sub-awards directly from the recipients of those grant funds to:

  1. Be registered in the SAM prior to submitting an application or plan;

  2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and

  3. Provide its DUNS umber in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and

- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier sub-award recipients must have a DUNS number at the time the sub-award is made.

- You must submit all documents electronically, including all information included on the SF-424 and all necessary assurances and certifications.

- Prior to application submission, Microsoft Vista and Office 2007 users should review the http://www.grants.gov compatibility information and submission instructions provided at http://www.grants.gov (click on "**Vista and Microsoft Office 2007 Compatibility Information**").

- Your application must comply with any page limitation requirements described in this Program Announcement.

- **Attachment Filename Characters are now Validated and Enforced:**
    - Beginning August 15, 2012, applicants are now limited to using the following characters in all attachment file names.
    - Valid file names may only include the following **UTF-8 characters:**
    - **A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.**
    - **If applicants use any other characters when naming their attachment files their applications will be rejected.**

B. Application Content

Successful applications will contain the following information:

Project Narrative

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for

a grant under this announcement. The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components:

The components of the Project Narrative counted as part of the 25-page limit include:

- Summary

- Section I: Need for Outreach and Enrollment

- Section II: Enrollment Goals

- Section III: Workplan

- Section IV: Evaluation

- Section V: Project Management and Organizational Capability

The **Project Narrative** should include the following headings and information:

*Summary***:** the summary should be no more than one page and include a basic description of the project. This should include information on the service delivery sites and geographic regions to be included, the number of workers that will be trained, the projected number of individuals who will be assisted and enrolled, and any collaborations with other local outreach and enrollment efforts.

Section I: Need for Outreach and Enrollment

Describe the need for outreach and enrollment in the selected sites/geographic area. This section should include any relevant data on the numbers and characteristics of uninsured individuals, the existing availability of enrollment resources, and the health coverage programs available at the local and State level. This section should also include a description of the Title X funded service

sites being selected for intervention with particular emphasis on the local needs for those services sites. Note: A minimum of one and a suggested maximum of five Title X funded service sites should be selected for intervention.

Section II: Enrollment Goals

Provide the target goals for enrollment activities. These may include the number of individuals to be trained as assistance staff, the number of individuals to be assisted and enrolled, and any other goals developed by the applicant.

Section III: Proposed Activities and Workplan

Provide a description of proposed activities and a workplan that details activities, the individuals responsible for accomplishing those activities and the timeframes for implementing those activities. This section should also include a description of how existing local resources may be leveraged or partnerships that will help the applicant achieve their goals. This section should also include a description of how all enrollment assistance workers will be trained. Major activities may include:

- Developing enrollment assistance coordination/collaboration plans;
- Recruiting and hiring new enrollment assistance workers within 90 days of receiving an award.
- Successfully completing all required and applicable Federal and/or State consumer assistance training;
- Performing outreach and enrollment assistance activities for those needing family planning services; and
- Evaluating progress and revising strategies, as appropriate.

Section IV: Evaluation

This section should describe the methods that you will use to evaluate whether or not the outreach and enrollment efforts achieve targeted goals. The evaluation should also assess the impact of enrollment. One way an applicant may do this is by presenting a methodology to calculate a return on investment. You should describe the quantitative and qualitative tools and techniques that you will employ to collect data and how you will identify and document the "lessons learned" across all sites where activities are being conducted.

Section V: Project Management and Organizational Capability.

This section should include a clear delineation of the roles and responsibilities of project staff and sub-recipients, if applicable, and how they will contribute to achieving the project's goals and activities. It should specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; and communications with other partners and HHS/OASH. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives. If utilizing sub-recipients, the applicant should provide a plan for monitoring sub-recipients including assuring training for enrollment assistance workers. HHS/OASH expects that, throughout the grant period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

This section should also include an organizational capability statement and curriculum vitae or resumes for key project personnel. Job descriptions for key personnel, including individuals to be trained as assistance workers, should be included. The organizational capability statement should describe how the applicant agency (or the particular division of a

larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience. If appropriate, include an organizational chart showing the relationship of the project to the current organization. Neither curriculum vitae nor an organizational chart will count towards the narrative page limit but will count towards the appendices page limit. Curriculum vitae can be truncated to only include relevant information.

Also include information about any contractual and/or supportive staff/organization(s) that will have a secondary role(s) in implementing the project and achieving project goals.

Letters of Commitment from Sub-recipient Organizations and Agencies

Letters of Commitment are required for all organizations and entities that have been specifically named as a sub-recipient to carry out any aspect of the project. The signed letters of commitment *must detail* the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

Letters of commitment are not the same as letters of support. Letters of support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, and should be specific. Letters of support should be provided from all organizations who propose to partner in outreach and enrollment efforts. These will count towards the appendices page limit.

Budget Narrative/Justification

A Budget Narrative/Justification, is required. The justification should demonstrate a clear and strong relationship between the stated goals, project activities, and the budget. The budget justification should describe the ***cost estimated per proposed project, activity, or product***. This budget justification should define the amount of work that is planned and expected to be performed and what it will cost.

3. Submission Dates and Times

The deadline for the submission of applications under this Program Announcement is **5:00 p.m. Eastern Time on June 9, 2014.** Applications must be submitted by that date and time.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or with http://www.grants.gov Grants.gov can take up to 48 hours to notify you of a successful submission.

Unsuccessful submissions will require authenticated verification from http://www.grants.gov indicating system problems existed at the time of your submission. For example, you will be required to provide an http://www.grants.gov submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov (http://www.grants.gov) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received

and validated in http://www.grants.gov.

4. <u>Intergovernmental Review</u>

Applications under this announcement are subject to the requirements of

Executive Order 12372, ''Intergovernmental Review of Federal Programs,'' as implemented by

45 CFR part 100, ''Intergovernmental Review of Department of Health and Human Services

Programs and Activities.'' As soon as possible, the applicant should discuss the project with the

State Single Point of Contact (SPOC) for the State in which the applicant is located. The

application kit contains the currently available listing of the SPOCs that have elected to be

informed of the submission of applications. For those states not represented on the listing,

further inquiries should be made by the applicant regarding submission to the relevant SPOC.

The SPOC should forward any comments to the Department of Health and Human Services

[1101 Wootton Parkway, Suite 550, Rockville, MD 20852]. The SPOC has 60 days from the

due date listed in this announcement to submit any comments. For further information, contact

the HHS/OASH Office of Grants Management at 240–453–8822.

5. <u>Funding Restrictions</u>

The allowability, allocability, reasonableness and necessity of direct and indirect costs

that may be charged to HHS/OASH grants are outlined in the following documents: 2 CFR § 220

(OMB Circular A- 21, for Institutions of Higher Education); 2 CFR § 225 (OMB Circular A–87,

for State, Local, and Indian Tribal Governments); 2 CFR § 230 (OMB Circular A–122, for

Nonprofit Organizations); and 45 CFR part 74, Appendix E (Hospitals). Copies of the Office of

Management and Budget (OMB) Circulars are available on the Internet at

http://www.whitehouse.gov/omb/circulars/. Pre-award costs are not allowed.

In order to claim indirect costs as part of a budget request, an applicant must have an indirect cost rate which has been negotiated with the Federal Government. The Health and Human Services Division of Cost Allocation (DCA) Regional Office that is applicable to your State can provide information on how to receive such a rate. A list of DCA Regional Offices is included in the application kit for this announcement.

Salary Limitation:

The Consolidated Appropriations Act, 2014 (P.L. 113-76) limits the salary amount that may be awarded and charged to HHS/OASH grants and cooperative agreements. Award funds should not be budgeted to pay the salary of an individual at a rate in excess of Executive Level II. Currently, the Executive Level II salary of the Federal Executive Pay scale is $181,500. This amount reflects an individual's base salary <u>exclusive</u> of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an HHS/OASH grant or cooperative agreement.

As an example of the application of this limitation: If an individual's base salary is $350,000 per year plus fringe benefits of 25% ($87,500) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to $181,500, their direct salary would be $90,750 (50% FTE), fringe benefits of 25% would be $22,687.50, and a total of $113,437.50 may be included in the project budget and charged to the award in salary/fringe benefits for that individual. See the breakdown below:

Individual's *actual* base full time salary: $350,000	
50% of time will be devoted to project	
Direct salary	$175,000

Fringe (25% of salary)	$43,750
Total	$218,750

Amount that may be claimed on the application budget due to the legislative salary limitation: Individual's base full time salary *adjusted* to Executive Level II: $181,500 50% of time will be devoted to the project	
Direct salary	**$90,750**
Fringe (25% of salary)	**$22,687.50**
Total amount	**$113,437.50**

Appropriate salary limits will apply as required by law.

V. APPLICATION REVIEW INFORMATION

1. <u>Criteria:</u> Eligible applications will be assessed according to the following criteria. The crosswalk below provides applicants with information suggested placement in the program narrative to assist reviewers in locating the requested information.

Review Criteria and Total Points	**Suggested Narrative Section where criteria should be addressed**
A high need for outreach and enrollment assistance in the service areas identified. This includes the extent to which service sites selected for intervention demonstrate a high need for outreach and enrollment activities. (20 points)	Section I: The need for outreach and enrollment
The ability to leverage existing local efforts without duplicating services already provided. (10 points)	Section III: proposed activities and workplan and letters of support (if appropriate)
The extent to which the proposed activities will achieve stated enrollment goals, and the extent to which goals are	Section III: proposed activities and workplan

reasonable and achievable. (20 points)	
The ability to hire and train needed enrollment assistance workers in a timely manner (10 points)	Section III: proposed activities and workplan
The ability to achieve a high impact as demonstrated by the projected numbers of individuals who will be assisted and enrolled. (10 points)	Section II: enrollment goals (and supported by Section I: need for outreach and enrollment)
The ability to evaluate activities, make mid-course corrections to ensure success, and successfully calculate a return on investment. (20 points)	Section IV: Evaluation
The extent to which the organization can effectively manage the project and support and monitor sub-recipient organizations. (10 points)	Section V: Project Management and Organizational Capability

2. Review and Selection Process

Each HHS/OASH Program's office is responsible for facilitating the process of
evaluating applications and setting funding levels according to the criteria set forth in program
regulations for Title X --42 CFR §59.7(a).

An independent review panel will evaluate applications that pass the screening and meet the
responsiveness criteria if applicable. These reviewers are experts in their fields, and are drawn
from academic institutions, non-profit organizations, state and local government, and Federal
government agencies. Based on the Application Review Criteria as outlined under [Section V.1],
the reviewers will comment on and score the applications, focusing their comments and scoring
decisions on the identified criteria. In addition to the independent review panel, Federal staff
will review each application for programmatic, budgetary, and grants management compliance.

Final award decisions will be made by the Deputy Assistant Secretary for Population Affairs, or designee. In making these decisions, the following additional criteria will be taken into consideration:

1. The geographic distribution of funded activities.

2. Diversity in the types of organizations/sites that are funded (example: health departments, private entities, community centers etc).

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The HHS Office of the Assistant Secretary for Health does not release information about individual applications during the review process. When final funding decisions have been made, each applicant will be notified by letter of the outcome. The official document notifying an applicant that a project application has been approved for funding is the Notice of Award (NOA), approved by the Director of the HHS/OASH Office of Grants Management. This document specifies to the grantee the amount of money awarded, the purposes of the grant, the anticipated length of the project period, terms and conditions of the grant award, and [the amount of funding to be contributed by the grantee to project costs if needed]. Grantees should pay specific attention to the terms and conditions of the award as indicated on the NOA, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the grant.

2. Administrative and National Policy Requirements

In accepting the grant award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 45 CFR parts 74 and 92, currently in effect or implemented during the period of the grant.

In addition, recipients must comply with all terms and conditions outlined in their grant awards, the Department of Health and Human Services (HHS) Grants Policy Statement, requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, as well as any requirements or limitations in any applicable appropriations acts.

Grant funds may only be used to support activities outlined in the approved project plan. The successful applicant will be responsible for the overall management of activities within the scope of the approved project plan. The HHS/OASH strongly encourages all grant recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS/OASH mission to protect and advance the physical and mental health of the American people.

Federal grant support must be acknowledged in any publication developed using funds awarded under this program. All publications developed or purchased with funds awarded under this program must be consistent with the requirements of the program. Pursuant to 45 CFR § 74.36(a), HHS may reproduce, publish, or otherwise use materials developed under this grant for Federal purposes, and may authorize others to do so.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity announcement to obtain a copy of the term.

Efficient Spending

This award may also be subject to the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications available at http://dhhs.gov/asfr/ogapa/acquisition/effspendpol_memo.html.

Pilot Whistleblower Protection

A standard term and condition of award will be in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award, and requires that grantees inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

Reporting

Programmatic Reporting

Grantees will be required to submit monthly reports on the 15th of each month for the previous calendar month during open enrollment periods (projected to be October through March). These reports will be used to track progress and should include the number of trained

workers, numbers of individuals assisted, number receiving an eligibility determination, and number enrolled. A final progress report covering the entire project period, including calculation of the return on investment and other data requested in this announcement is due 90 days after the end of the project period.

Financial Reporting

Grantees are required to submit quarterly and annual Federal Financial Reports (FFR). Reporting schedules will be issued as a condition of grant award. A final FFR covering the entire project period is due 90 days after the end of the project period.

Grantees that receive $500,000 or greater of Federal funds must also undergo an independent audit in accordance with OMB Circular A-133.

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

VII. AGENCY CONTACTS

Administrative and Budgetary Requirements and Program Requirements:

For information related to administrative and budgetary requirements, contact the HHS/OASH Office of Grants Management grants specialist listed below.

Dixie Perez

1101 Wootton Parkway, Suite 550

Rockville, MD

Phone: 240-453-8822

Email: dixie.perez@hhs.gov

 For information on program requirements, contact the program office.

Tasmeen Weik, DrPH, MPH

Office of Population Affairs

1101 Wootton Parkway, Suite 700

Rockville, MD 20852

Phone: 240-453-2802

Email: tasmeen.weik@hhs.gov

VIII. OTHER INFORMATION :

Application Elements

SF 424 – Application for Federal Assistance

SF 424A – Budget Information

Separate Budget Narrative/Justification

SF 424B – Assurances.

Lobbying Certification

Proof of non-profit status, if applicable.

Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

Project Narrative including Work Plan

Organizational Capability Statement and Vitae for Key Project Personnel.

Letters of Commitment from Key Partners, if applicable.

_____ [DATE]
Susan Moskosky, MS, WHNP-BC
Acting Director, Office of Population Affairs